



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 2/1/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. OPR-1		Date Received FEB - 1 1974	Application No. / Date Completed 74-47 FEB 15 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Planning & Research, Site Planning Sec. Room 142M Capitol Building Atlanta, Georgia 30334		4. Person to Contact John H. Ingram, Jr.	
		5. Working Title Planner	6. Tel. No. 656-5685

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1955-date

9. Exact Series Title
Aerial Photography File

10. What is the function of the office in which this record series is created?

The Office of Planning and Research is responsible for providing planning assistance and policy coordination for the department in the areas of historic preservation, special projects, land acquisition, and site, recreation and resource planning.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the aerial photography of state parks and Heritage Trust sites for planning and land resource analysis.
Included are 9"x9" contact black and white aerial photographs; Order for Aerial Photographs (Form ASCS-441); 8 1/2"x11" site plans.

File is arranged alphabetically by location

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	2	3			In Office(s)		In Storage Area(s)
Legal-size File Drawers			Floor Space Occupied (Square Feet)	3			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				1	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency?
(U.S.D.A. has original negatives in Ashville, N.C.) [X] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures?
(the series is an intregal part of site planning) [X] []
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept permanently -

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. ~~XX~~ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

This series has evidential value for planners and historians. It documents the impact of agency policies upon land resources and the state's natural environment.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ~~CALENDAR~~ CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- ~~XX~~ Other: (Specify) On 1 January annually Remove photographs which have become obsolete, superceded, or no longer needed for reference from the active file; retire to State Archives.

Aerial photographs of State parks and Heritage Trust sites are often superceded by new photographs which show environmental changes on the same park or site. The original photographs remain useful, however, for planning purposes and historical research.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i> Date <i>2/1/74</i>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations Agency Head/Designee in paragraph 25 are:		<i>[Signature]</i>		<i>2/1/74</i>
State Auditor/Designee		<i>William M. Ayer</i>		<i>2-14-74</i>
Secretary of State/Designee		<i>Carroll Hart</i>		<i>2-11-74</i>
Attorney General/Designee		<i>Robert J. Shell</i>		<i>2-14-74</i>
STATE RECORDS COMMITTEE				